

1255 SUBSEQUENT REPORTS DURING A FAMILY SERVICES CASE

Chapter: **Child Protective Field Services**

Section: **CPS Family Services**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **13-11**

Effective Date: **July 2013**

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Approved:

A handwritten signature in blue ink that reads "Maggie Bishop".

Maggie Bishop, DCYF Director

Related Statute(s): [**RSA 169-C**](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

The Division for Children, Youth and Families is guided by the principle that all children and youth should be safe. When in the course of a Family Services Case, new allegations affecting a child or youth's safety arise it is the responsibility of any individual to notify Central Intake.

Purpose

This policy is to define how Child Protective Service Workers (CPSWs) will respond to information gathered regarding a new allegation of child abuse or neglect during the course of managing an open Family Services Case. There are times when new information needs to be reported to Central Intake for review and acceptance of a new protective assessment. There are other times when the information reviewed requires response from the assigned District Office. Through this policy, all allegations should receive proper review to be addressed in the most efficient manner.

Definitions

"Allegation" means a reasonable belief that a child has been subject to abuse or neglect through conduct, actions, or omissions that constitute harm, or a threat of harm, to the life, health, or welfare of the child.

"Assessment" means an investigation of alleged child abuse or neglect completed by a Child Protective Service Worker (CPSW) pursuant to RSA 169-C:34.

"Family Services Case" means the planned provision of services and supports to address the challenges that have resulted in child maltreatment, managed by a CPSW in collaboration with the family through a non-court agreement or through court ordered interventions.

"Person Responsible for the Child Abuse or Neglect" or **"Perpetrator"** means a person who has, or is alleged to have, physically abused, sexually abused, or neglected a child, regardless of age or family relationship to the victim.

"Subsequent Report" means information that a child who is the subject of a current assessment or open Family Services Case, has been determined to be a subject in a new allegation of child abuse or neglect, or information has been found that identifies a new alleged victim or person responsible for child abuse or neglect.

Policy

- I. A CPSW will review any information received during the course of an open Family Services Case, which indicates a subsequent abuse and/or neglect report may be appropriate, with his or her supervisor when:

- A. Information gathered may constitute an allegation of abuse or neglect not contained in the initial referral; or
 - B. An individual in the community, family resource, or service provider has reported information to the CPSW regarding a potential allegation of abuse or neglect.
- II. A CPSW will notify Central Intake, of information that has been determined to indicate a subsequent report is required when:
- A. A child or youth who is not identified as a victim in an open Family Service Case, has been identified as a possible victim of abuse or neglect;
 - B. An individual who was not identified as a person responsible for child abuse or neglect in an open Family Services Case has been reported to a CPSW as responsible for child abuse or neglect;
 - C. Following the initiation of a Family Services Case, an allegation of child abuse or neglect that was not known or looked at in the assessment is received; or
 - D. An allegation of child abuse or neglect is received in an open Family Services Case that is not related to the finding made in the associated assessment.
- III. A CPSW will notify Central Intake, when in the course of a Family Services Case based on a non-court agreement, a family presents with conduct, actions, or omissions that constitute harm, or a threat of harm, to the life, health, or welfare of the child/youth, such that petitions must be brought to the Circuit Court.
- A. A new referral must be opened before petitions are brought to court regarding allegations resulting from a Family Services Case opened through a non-court agreement.
 - B. All Court documents are to be based upon the new referral number.
 - C. The CPSW will consult with his or her supervisor regarding the appropriate point in time to close the non-court Family Services Case that is open, based on services involved, family dynamics, and the presenting allegations.